8 May 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Part-time Assignment of Mr

25X1A9a

25X1A9a

PURPOSE

The subject individual is assigned part time to the E-NE-WH Branch of the Planning Staff this date in order to determine his potential as a planning officer.

SUPERVISION AND DUTY HOURS

On each normal duty day during 0800-1230 hours, Mr. will continue his duties as OL Survey Officer under the supervision of the Acting Executive Officer, OL. During 1300-1700 hours of each duty day, he will accomplish Planning Staff projects under the supervision of the Chief, E-NE-WH Branch of the Planning Staff.

OFFICE FACILITIES

- will maintain his present office (Room 2C-78, Quarters Eye) where he will continue to accomplish his Survey Board duties. Mail pertaining to the Survey Board will be routed to the OL Registry (Room 10-46, Quarters Eye).
- In order to provide facilities for accomplishment of his 25X1A9a has been assigned a assigned Planning Staff duties, Mr. desk in Room 1106, Quarters Eye.

PLANNING STAFF ASSIGNMENTS

- has been assigned the 25X1A9a As initial projects, Mr. following projects as of this date:
 - Develop a Systematic Approach for Obtaining Current Logistics Planning Literature as it comes off the Press.

25X1A9a

NO CHANGE DOC. NO. DECLA

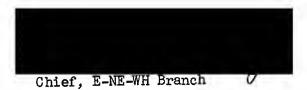
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Review and bring up to date the Planning Staff Base Folder File.



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Distribution:

Orig. - M/R 1 - OL/PS (Official)

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OL/PS/E-NE-WH:

(8 May 61)

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